

FEES 24-16-1114

EEO 80-486
28 April 1980

MEMORANDUM FOR: Deputy Director of Central Intelligence
FROM : Omega J. C. Ware, Jr.
Director, Equal Employment Opportunity
SUBJECT : Definition of "Applicant"

1. Recall that the Executive Committee discussion on 6 February of Agency implementation of the Uniform Guidelines on Employee Selection Procedures, you directed the General Counsel, Director, Personnel Policy, Planning and Management, and Director, Equal Employment Opportunity to more effectively define "applicant" in consideration of several concerns of Committee members.

2. Attached for your information is the revised definition of "applicant," developed by members of our respective staffs, and which satisfies the concerns expressed. The Director, Personnel Policy, Planning and Management and I will continue to work closely together to effect full implementation of the Uniform Guidelines by 1 October 1980.


Omega J. C. Ware, Jr.

STATINTL

Attachment:
As stated

cc: D/OPPPM ✓
General Counsel

Subject File - Uniform Guidelines

An individual becomes an applicant for a professional or technical job or job category when an Agency component (i.e., Office or Division) either:

- (a) reviews the individual's application materials (e.g., resume or Personal History Statement) forwarded to the component by OPPPM, or

- (b) arranges an interview with the individual following review of application materials received by the component from a source other than OPPPM.

An individual becomes an applicant for a clerical job or job category when he or she completes the clerical test administered by OPPPM.

When race, sex and ethnic origin data cannot be obtained by self-identification, these data will be obtained by visual observation whenever possible.